Oracle® Banking Cash Management Tasks User Guide





Oracle Banking Cash Management Tasks User Guide, Release 14.8.1.0.0

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Contents

i
i
ii
Ü
Ü
ii
ii
iii
iii
1
4
5
6
7
2
5
7
9
11
13
16
18
enance

Index



Preface

- Purpose
- Audience
- Documentation Accessibility
- Diversity and Inclusion
- Related Resources
- Conventions
- Screenshot Disclaimer
- Acronyms and Abbreviations
- Basic Actions
- Symbols and Icons

Purpose

This guide is designed to help acquaint you with the Tasks module of the Oracle® Banking Cash Management. It provides an overview of the module and guides you, through the various steps involved in viewing, the Cash Management services for the customers of your bank.

Audience

This guide is intended for the following User/User Roles:

Table 1 Audience

Role	Function
Back office executive	Input functions for transactions
Back office managers/officers	Authorization of functions
Product Managers	Product definition and authorization

Documentation Accessibility

For information about Oracle's commitment to accessibility, visit the Oracle Accessibility Program website at http://www.oracle.com/pls/topic/lookup?ctx=acc&id=docacc.

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Diversity and Inclusion

Oracle is fully committed to diversity and inclusion. Oracle respects and values having a diverse workforce that increases thought leadership and innovation. As part of our initiative to build a more inclusive culture that positively impacts our employees, customers, and partners, we are working to remove insensitive terms from our products and documentation. We are also mindful of the necessity to maintain compatibility with our customers' existing technologies and the need to ensure continuity of service as Oracle's offerings and industry standards evolve. Because of these technical constraints, our effort to remove insensitive terms is ongoing and will take time and external cooperation.

Related Resources

The related documents are as follows:

- Oracle Banking Security Management System User Guide
- Oracle Banking Common Core User Guide
- Oracle Banking Getting Started User Guide
- Cashflow Forecasting User Guide
- Collections User Guide
- Netting User Guide
- Receivables and Payables User Guide

Conventions

The following text conventions are used in this document:

Convention	Meaning
boldface	Boldface type indicates graphical user interface elements associated with an action, or terms defined in text or the glossary.
italic	Italic type indicates book titles, emphasis, or placeholder variables for which you supply particular values.
monospace	Monospace type indicates commands within a paragraph, URLs, code in examples, text that appears on the screen, or text that you enter.

Screenshot Disclaimer

Personal information used in the interface or documents are dummy and does not exist in the real world. It is only for reference purposes.

Acronyms and Abbreviations

The list of acronyms and abbreviations that are used in this guide are as follows:



Table 2 Acronyms and Abbreviations

Abbreviation	Description
DSL	Domain Specific Language
JSON	JavaScript Object Notation

Basic Actions

The basic actions performed in the screens are as follows:

Table 3 Basic Actions

Actions	Description
Save	Click Save to save the details entered or selected in the screen.
Close	Click Close to close a record. This action is available only when a record is created.
Confirm	Click Confirm to confirm the action performed.
Cancel	Click Cancel to cancel the action performed.
Expand All	Click Expand All to expand and view all the details in the sections. • This button is displayed once you click Compare .
Collapse All	Click Collapse All to hide the details in the sections. This button is displayed once you click Compare.
Menu Item Search	Specify the menu name to search and select the required screens from the list. • This option is used to search and navigate the required screens.
ок	Click OK to confirm the details in the screen.

Symbols and Icons

The list of symbols and icons available on the screens are as follows:

Table 4 Symbols and Icons - Common

Symbol/Icon	Function
J L	Minimize
7 F	
г ¬	Maximize
LJ	
×	Close
Q	Perform Search
K	Navigate to the first record



Table 4 (Cont.) Symbols and Icons - Common

Symbol/Icon	Function
X	Navigate to the last record
•	Navigate to the previous record
•	Navigate to the next record
G	Refresh
+	Click this icon to add a new row.
	Click this icon to delete a row, which is already added.

Task Management

This topic describes the information about the Task Management feature.

Tasks are created to execute certain processes, especially those that need to be processed in bulk. These bulk executions are referred as batch jobs. Examples of tasks are:

- Reconciliation of invoices A task can be created to reconcile all invoices whose due dates have elapsed.
- Auto-debit of maturing finances All finances that are maturing on a specific day can be settled using the debit accounts set for each of them.
- Acceptance of raised invoices All invoices that are flagged for auto acceptance on a specific day can be marked as accepted.
- End-of-day processes This job can include a variety of processes, which need to be executed before the closing of each bank day.

A set of standard tasks is offered with the deployment of the application (Oracle Banking Cash Management). They are set up as part of the Day 0 installation.

Apart from these standard tasks, an authorized bank user can create additional tasks if required. The Task Management feature enables banks to set up and manage tasks, configure them to be triggered at specific times, or even trigger them manually.

The application consists of the following functions:

Create Tasks

This topic describes the systematic instruction to create a task for a specific purpose.

View Tasks

This topic describes the systematic instruction to view a list of existing tasks.

Configure Tasks

This topic describes the systematic instruction to configure the triggering of a particular task.

Trigger Tasks

This topic describes the systematic instruction to trigger tasks manually when required.

View Tasks Status

This topic describes the systematic instruction to view the statuses of the triggered tasks.

1.1 Create Tasks

This topic describes the systematic instruction to create a task for a specific purpose.

Specify **User ID** and **Password**, and login to **Home** screen.

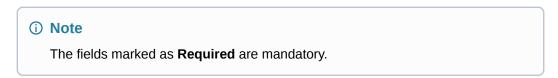
On Home screen, click Task Management. Under Task Management, click Create Task.
 The Create Task screen displays.



Figure 1-1 Create Task



2. On **Create Task** screen, specify the fields.



For more information on fields, refer to the field description table.

Table 1-1 Create Task - Field Description

Field	Description
Task Name	Specify a unique name for the task being created.
Task Description	Specify the description for the task being created. The syntax is: appld:::< <appld>>;microServiceName:::<<microservicename>>;contextRoot:::<<contextroot>>;type:::<< type Of Schedule >>;jobName:::<< JOB to be triggered >>;destination:::<<topic defined="" for="" is="" the="" trigger="" which="">>;cronExpression:::<<cronexpression>> (without spaces)</cronexpression></topic></contextroot></microservicename></appld>
	The values that must be provided for the appld, the microServiceName, the contextRoot, and the jobName are detailed in the <u>Table 1-2</u> table. Some of these tasks come as part of the day 0 set up.

3. Click Create to create the task.

A message appears stating that the record is successfully created.

Table 1-2 Task Description Formats

Task Name	Task Definition
pdcUnholdJob	appld:::OBCMTXN;microServiceName:::obcm-collections-transaction-services;contextRoot:::obcm-collections-transaction-services;jobName:::pdcUnholdJob;



Table 1-2 (Cont.) Task Description Formats

Task Name	Task Definition
pdcInstrumentCancelledJob	appId:::OBCMTXN;microServiceName:::obcm-collections-transaction- services;contextRoot:::obcm-collections-transaction- services;jobName:::pdcInstrumentCancelledJob;
changeDateJob	appId:::CMNCORE;microServiceName:::cmc-batch-services;contextRoot:::cmc-batch-services;jobName:::changeDateJob;
poStaleJob	appld:::OBSCFCMINST;microServiceName:::obscfcm-instruments-receivables-services;contextRoot:::obscfcm-instruments-receivables-services;jobName:::poProcessingJob;
arrangementCdtJob	appld:::OBCMTXN;microServiceName:::obcm-collections-transaction-services;contextRoot:::obcm-collections-transaction-services;jobName:::arrangementCdtJob;eventCode:::ARRANGEMENT_CREDIT;
poolingJob	appld:::OBCMTXN;microServiceName:::obcm-collections-transaction-services;contextRoot:::obcm-collections-transaction-services;jobName:::poolingJob;eventCode:::POOLING;
runAutoDebitFinanceJob	appld:::OBSCFCMBATCH;microServiceName:::obscfcm-batch-jobs;contextRoot:::obscfcm-batch-jobs;jobName:::autoDebitFinanceJob;
runAutoDebitInstrumentJob	appld:::OBSCFCMBATCH;microServiceName:::obscfcm-batch- jobs;contextRoot:::obscfcm-batch- jobs;jobName:::autDebitInstrumentsJob;
poolingJobCash	appld:::OBCMTXN;microServiceName:::obcm-collections-transaction-services;contextRoot:::obcm-collections-transaction-services;jobName:::poolingJobCash;eventCode:::POOLING;
cdtReversalJob	appld:::OBCMTXN;microServiceName:::obcm-collections-transaction-services;contextRoot:::obcm-collections-transaction-services;jobName:::cdtReversalJob;eventCode:::CREDIT_REVERSAL;
returnRecoveryJob	appld:::OBCMTXN;microServiceName:::obcm-collections-transaction-services;contextRoot:::obcm-collections-transaction-services;jobName:::returnRecoveryJob;eventCode:::RETURN;
vaultMasterRecordStatusJob	appld:::OBCMCOL;microServiceName:::obcm-collections-maintenance-services;contextRoot:::obcm-collections-maintenance-services;jobName:::vaultMasterRecordStatusJob;
runInvAcceptance	appId:::OBSCFCMBATCH;microServiceName:::obscfcm-batch-jobs;contextRoot:::obscfcm-batch-jobs;jobName:::invAcceptanceJob;
runautoreconbatchjob	appId:::SCFAUTORECON;microServiceName:::obscfcm-auto-recon- batch;contextRoot:::obscfcm-auto-recon- batch;jobName:::autoReconBatchJob;applicationCode:::OBSCFCM
runEodBatch	appld:::EODBATCH;microServiceName:::obscfcm-eod-batch;contextRoot:::obscfcm-eod-batch;jobName:::eodJob;
processFutureDatedDisburse ment	appId:::OBSCFCMBATCH;microServiceName:::obscfcm-batch- jobs;contextRoot:::obscfcm-batch- jobs;jobName:::futureDatedDisbursementJob;
forgetCoreAccountsJob	appId:::CMNCORE;microServiceName:::cmc-batch- services;contextRoot:::cmc-batch- services;jobName:::forgetCoreAccountsJob;
forgetCoreCustomersJob	appId:::CMNCORE;microServiceName:::cmc-batch- services;contextRoot:::cmc-batch- services;jobName:::forgetCoreCustomersJob;
markEOFIJob	appId:::CMNCORE;microServiceName:::cmc-batch- services;contextRoot:::cmc-batch-services;jobName:::markEOFIJob;



Table 1-2 (Cont.) Task Description Formats

Task Name	Task Definition
markTlJob	appld:::CMNCORE;microServiceName:::cmc-batch- services;contextRoot:::cmc-batch-services;jobName:::markTlJob;
markCutOffJob	appld:::CMNCORE;microServiceName:::cmc-batch- services;contextRoot:::cmc-batch-services;jobName:::markCutOffJob;
releaseCutOffJob	appld:::CMNCORE;microServiceName:::cmc-batch- services;contextRoot:::cmc-batch-services;jobName:::releaseCutOffJob;
fciMessageTxnJob	appld:::OBSCFFCIMSG;microServiceName:::obscffci-messaging- service;contextRoot:::obscf-fci-messaging- service;jobName:::fciMessageTxnJob;

1.2 View Tasks

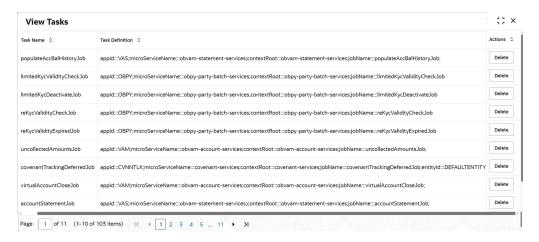
This topic describes the systematic instruction to view a list of existing tasks.

The user are also provided with the option to delete a particular task, if required.

Specify **User ID** and **Password**, and login to **Home** screen.

On Home screen, click Task Management. Under Task Management, click View Tasks.
 The View Tasks screen displays.

Figure 1-2 View Tasks



For more information on fields, refer to the field description table.

Table 1-3 View Tasks - Field Description

Field	Description
Task Name	Displays the name of the task.
Task Description	Displays the description of the task.
Actions	Provides the option to delete the task record.



Click Delete button in the Actions column to delete the particular task.

A message appears stating that the record is deleted.

1.3 Configure Tasks

This topic describes the systematic instruction to configure the triggering of a particular task.

This can be done as follows:

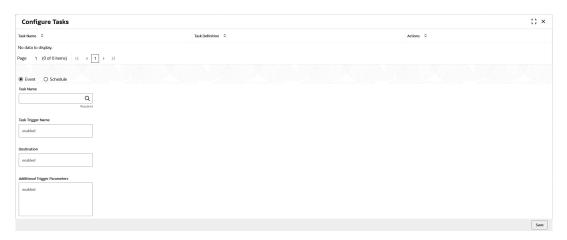
- Schedule the task to be triggered on a specific day of the month/week, at a specific time.
- Configure the task to be triggered when a particular event occurs.

Specify User ID and Password, and login to Home screen.

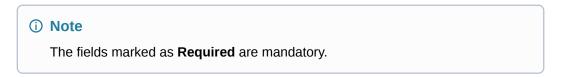
 On Home screen, click Task Management. Under Task Management, click Configure Tasks.

The **Configure Tasks** screen displays.

Figure 1-3 Configure Tasks



2. On Configure Tasks screen, specify the fields.



For more information on fields, refer to the field description table.

Table 1-4 Configure Tasks - Field Description

Field	Description
Task Name	Displays the name of the task.
Task Description	Displays the description of the task.
Actions	Select the option to delete the task record.



Table 1-4 (Cont.) Configure Tasks - Field Description

Field	Description					
Event / Schedule	Select 'Event' if the task must be triggered when a particular event occurs.					
	Select 'Schedule' if the tasks must be triggered on a specific day at a specific time, using the CRON expression.					
Task Name	Select the task for which a trigger should be configured.					
Task Trigger Name	Specify a unique name for the task trigger.					
CRON Expression / Topic Name	If you have selected the 'Schedule' option above, then enter the 'CRON Expression' pattern to schedule the triggering of the task for a specific day and time. The pattern is a list of six single space-separated fields, representing second, minute, hour, day, month, and weekday. For the month and weekday, provide the first three letters of their English names.					
	OR					
	If you have selected the 'Event' option above, then enter the 'Topic Name' or the destination for which the task should be triggered on the arrival of a new message.					
	 Note Examples of CRON expression patterns: "0 0 * * * * * " = the top of every hour of every day. "*/10 * * * * * " = every ten seconds. "0 0 8-10 * * * " = 8, 9 and 10 o'clock of every day. 					
	 "0 0 6,19 * * *" = 6:00 AM and 7:00 PM every day. "0 0/30 8-10 * * *" = 8:00, 8:30, 9:00, 9:30, 10:00 and 10:30 every day. 					
	"0 0 9-17 * * MON-FRI" = on the hour nine-to-five weekdays					
	"0 0 0 25 12 ?" = every Christmas Day at midnight					

3. Click **Save** to save the configuration and send for authorization (if applicable).

1.4 Trigger Tasks

This topic describes the systematic instruction to trigger tasks manually when required.

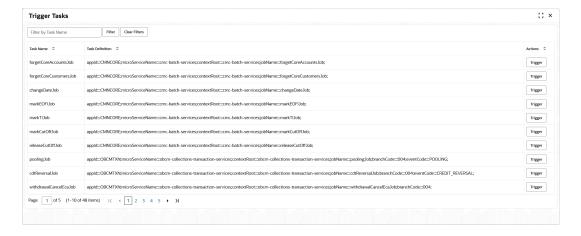
Specify User ID and Password, and login to Home screen.

 On Home screen, click Task Management. Under Task Management, click Trigger Tasks.

The **Trigger Tasks** screen displays.



Figure 1-4 Trigger Tasks



For more information on fields, refer to the field description table.

Table 1-5 Trigger Tasks - Field Description

Field Name	Description
Task Name	Displays the name of the task.
Task Description	Displays the description of the task.
Actions	Select the option to trigger the task manually.

2. Click **Trigger** button to trigger the particular task manually.

1.5 View Tasks Status

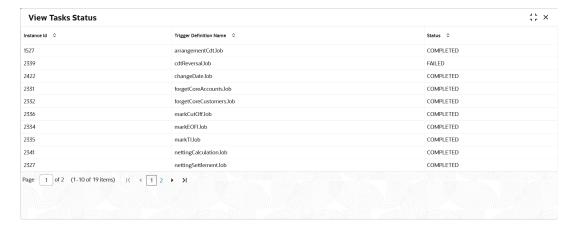
This topic describes the systematic instruction to view the statuses of the triggered tasks.

Specify **User ID** and **Password**, and login to **Home** screen.

 On Home screen, click Task Management. Under Task Management, click View Tasks Status.

The View Tasks Status screen displays.

Figure 1-5 View Tasks Status





For more information on fields, refer to the field description table.

Table 1-6 View Tasks Status - Field Description

Field Name	Description
Instance Id	Displays the auto-generated sequence number or instance of execution of the task.
Task Name	Displays the name of the task.
Status	Displays the status of the task. The available options are: STARTED FAILED COMPLETED

Tasks

This topic describes the various features available in Tasks menu.

Tasks menu has multiple sub-menus such as Business Process Maintenance, Collections, Finance, Instruments, Recon, and Search. The user can access sub-menus based on their access rights. Each sub-menu segregates tasks into the following categories:

- **Completed Tasks**: This menu displays the tasks which have recently completed a stage in a process by the current user. This menu does not display completed tasks of all stages but displays only those of the latest stage.
- Free Tasks: This menu displays the tasks which have not yet been acquired by any user and are accessible to the current user.
- Hold Tasks: This menu displays the tasks which have been placed on hold by the current user.
- My Tasks: This menu displays the tasks acquired by the current user from the Free Tasks menu.

This topic contains the following subtopics:

Business Process Maintenance

This topic describes the systematic instruction to create the workflows.

Collections

This topic describes the systematic instruction to view the list of the various tasks under Collections.

• <u>Instruments</u>

This topic describes the systematic instruction to view the list of the various tasks under Instruments.

Netting Accept/Reject

This topic describes the systematic instruction to view the list of the various tasks under Netting module.

Netting Pavin Payout

This topic describes the systematic instruction to view the list of the various tasks under Netting module.

Recon and Payment

This topic describes the systematic instruction to view the list of the various tasks under Recon and Payment.

Refunds

This topic describes the systematic instruction to view the list of the various tasks under Refunds.

Search

This topic describes the systematic instruction to search for the task(s) with the various filters.



2.1 Business Process Maintenance

This topic describes the systematic instruction to create the workflows.

It comprises of the following three screens:

- Process List Screen
- Process Management Screen
- Verify & Submit Screen

Specify **User ID** and **Password**, and login to **Home** screen.

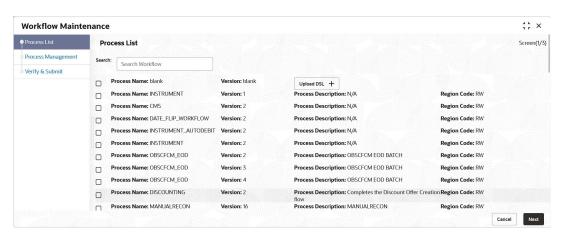
Process List

The **Process List** screen shows a list of processes. The user can select any of the existing processes. A blank process can also be selected in case the user wants to create a new workflow.

 On Home screen, click Task Management. Under Tasks, click Business Process Maintenance.

The **Process List** screen displays.

Figure 2-1 Process List



- 2. Select the required process and perform any one of the following actions:
 - Click Next to navigate to the next screen.
 - Click Search to search for any of the existing workflows/processes.
 - Click Upload DSL button to upload a workflow in JSON format.
 - Click Cancel button to exit the Business Process Maintenance screen.

Process Management

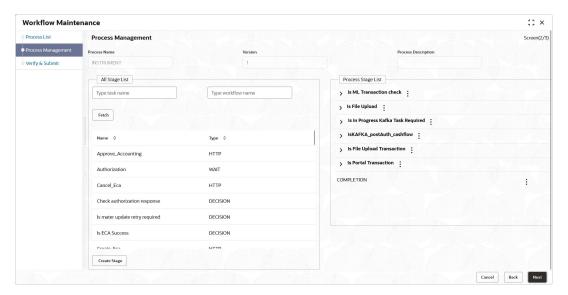
The **Process Management** screen displays the list of the stages under the process, which was selected from the **Process List** screen, on the right under the heading **Process Stage List**. Also, all stages are listed in table on the left under the heading **All Stage List**.

Click Next.

The **Process Management** screen displays.



Figure 2-2 Process Management



- 4. Drag and drop any stage from the All Stage List to the Process Stage List to add new stages in the process. The user can also perform the following actions in the Process Management screen:
 - a. Click Create Stage to create a new stage. The type of the stage can be changed in the core properties.

The Create Task pop-up screen displays.

Figure 2-3 Create Task

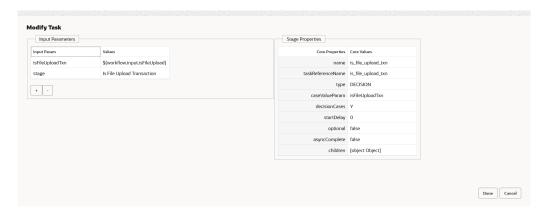


b. Click and select **Edit** to edit a stage in the **Process Stage List**.

The Modify Task screen displays.



Figure 2-4 Modify Task



- c. Click i and select Delete to delete a stage from the Process Stage List.
- 5. Perform one of the following action on the **Process Management** screen.
 - Click Next to navigate to the next screen after modifying the stages.
 - Click Back to navigate to the previous screen.
 - Click Cancel to exit the Business Process Maintenance screen.

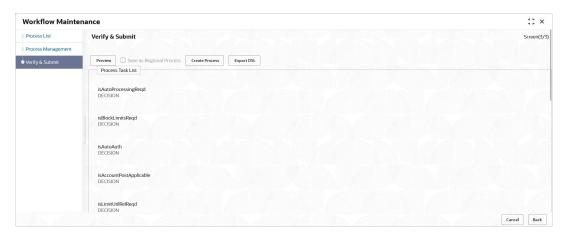
Verify & Submit

The **Verify & Submit** screen displays the process task list with all the new/modified tasks.

6. Click Next.

The Verify & Submit screen displays.

Figure 2-5 Verify & Submit



- 7. Perform one of the following actions in the Verify & Submit screen.
 - Preview Click this button to view the flow diagram of the selected process.
 - Create Process Click this button to create a new process. If an existing process is modified, a new process with updated version appears in the process list.
 - Export DSL Click this button to export DSL into a file in JSON format.
 - **Back** Click this button to navigate to the previous screen.
 - Cancel Click this button to exit the Business Process Maintenance screen.



2.2 Collections

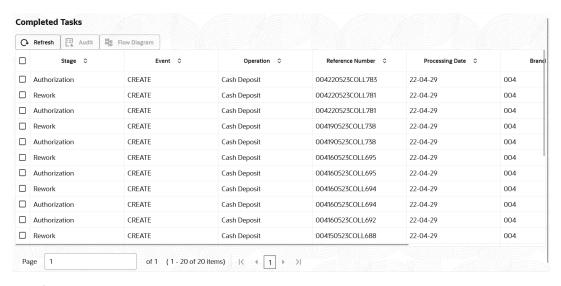
This topic describes the systematic instruction to view the list of the various tasks under Collections.

Specify User ID and Password, and login to Home screen.

Completed Tasks:

- 1. On Home screen, click Tasks. Under Tasks, click Collections.
- 2. Under Collections, click Completed Tasks.

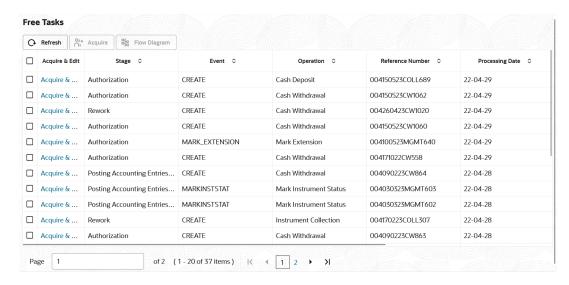
Figure 2-6 Completed Tasks - Collections



Free Tasks:

- On Home screen, click Tasks. Under Tasks, click Collections.
- 4. Under Collections, click Free Tasks.

Figure 2-7 Free Tasks - Collections

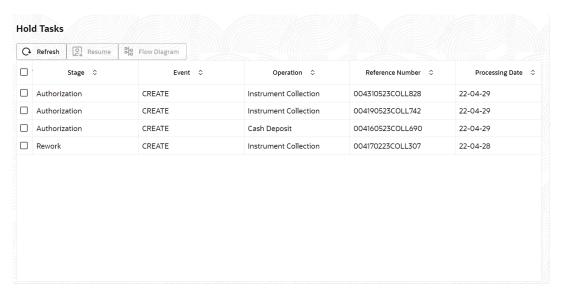




Hold Tasks:

- 5. On Home screen, click Tasks. Under Tasks, click Collections.
- 6. Under Collections, click Hold Tasks.

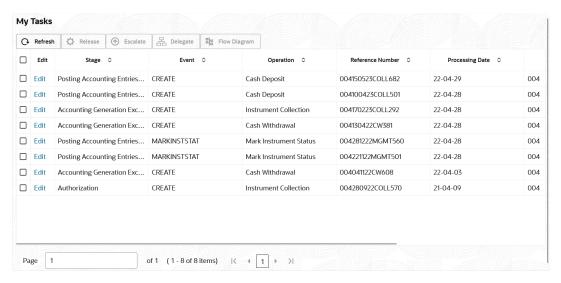
Figure 2-8 Hold Tasks - Collections



My Tasks:

- 7. On Home screen, click Tasks. Under Tasks, click Collections.
- 8. Under Collections, click My Tasks.

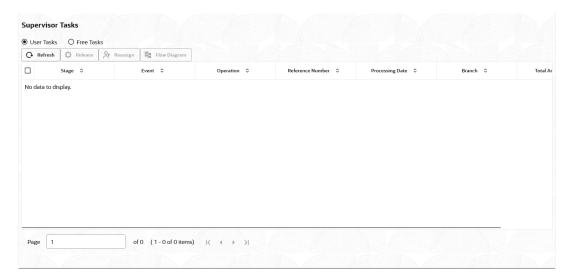
Figure 2-9 My Tasks - Collections



Supervisor Tasks:

- 9. On Home screen, click Tasks. Under Tasks, click Collections.
- 10. Under Collections, click Supervisor Tasks.

Figure 2-10 Supervisor Tasks - Collections



2.3 Instruments

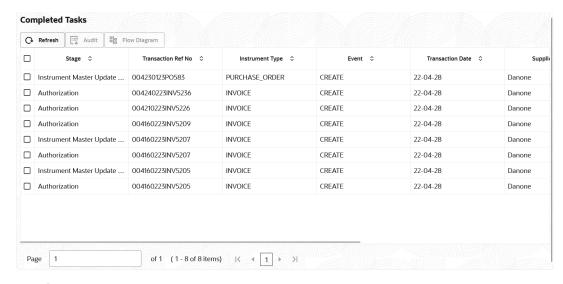
This topic describes the systematic instruction to view the list of the various tasks under Instruments.

Specify **User ID** and **Password**, and login to **Home** screen.

Completed Tasks:

- 1. On **Home** screen, click **Tasks**. Under **Tasks**, click **Instruments**.
- 2. Under Instruments, click Completed Tasks.

Figure 2-11 Completed Tasks - Instruments

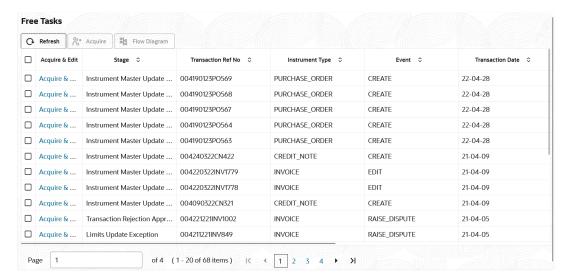


Free Tasks:

- 3. On **Home** screen, click **Tasks**. Under **Tasks**, click **Instruments**.
- Under Instruments, click Free Tasks.



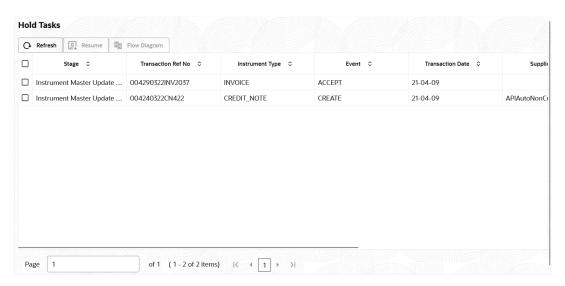
Figure 2-12 Free Tasks - Instruments



Hold Tasks:

- 5. On Home screen, click Tasks. Under Tasks, click Instruments.
- Under Instruments, click Hold Tasks.

Figure 2-13 Hold Tasks - Instruments

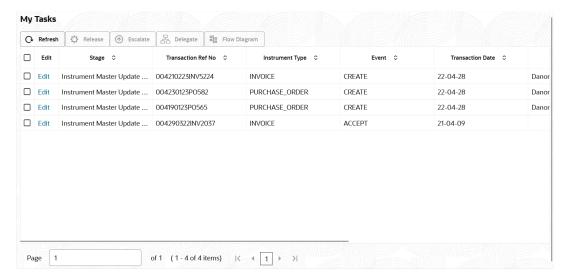


My Tasks:

- On Home screen, click Tasks. Under Tasks, click Instruments.
- 8. Under Instruments, click My Tasks.



Figure 2-14 My Tasks - Instruments



Supervisor Tasks:

- On Home screen, click Tasks. Under Tasks, click Instruments.
- 10. Under Instruments, click Supervisor Tasks.

Figure 2-15 Supervisor Tasks - Instruments



2.4 Netting Accept/Reject

This topic describes the systematic instruction to view the list of the various tasks under Netting module.

Specify User ID and Password, and login to Home screen.

Completed Tasks:

- On Home screen, click Tasks. Under Tasks, click Netting Accept/Reject.
- 2. Under Netting Accept/Reject, click Completed Tasks.



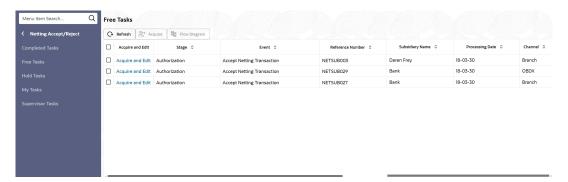
Figure 2-16 Completed Tasks - Netting



Free Tasks:

- 3. On Home screen, click Tasks. Under Tasks, click Netting Accept/Reject.
- 4. Under Netting Accept/Reject, click Free Tasks.

Figure 2-17 Free Tasks - Netting



Hold Tasks:

- On Home screen, click Tasks. Under Tasks, click Netting Accept/Reject.
- Under Netting Accept/Reject, click Hold Tasks.

Figure 2-18 Hold Tasks - Netting

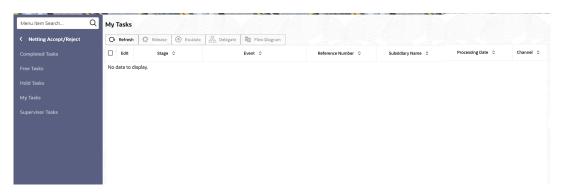


My Tasks:



- 7. On Home screen, click Tasks. Under Tasks, click Netting Accept/Reject.
- 8. Under Netting Accept/Reject, click My Tasks.

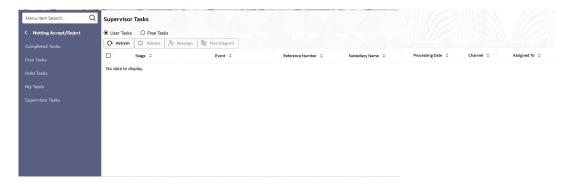
Figure 2-19 My Tasks - Netting



Supervisor Tasks:

- 9. On Home screen, click Tasks. Under Tasks, click Netting Accept/Reject.
- 10. Under Netting Accept/Reject, click Supervisor Tasks.

Figure 2-20 Supervisor Tasks - Netting



2.5 Netting Payin Payout

This topic describes the systematic instruction to view the list of the various tasks under Netting module.

Specify **User ID** and **Password**, and login to **Home** screen.

Completed Tasks:

- 1. On Home screen, click Tasks. Under Tasks, click Netting.
- 2. Under Netting Payin Payout, click Completed Tasks.



Figure 2-21 Completed Tasks - Netting Payin Payout



Free Tasks:

- 3. On Home screen, click Tasks. Under Tasks, click Netting Payin Payout.
- 4. Under Netting Payin Payout, click Free Tasks.

Figure 2-22 Free Tasks - Netting Payin Payout



Hold Tasks:

- 5. On Home screen, click Tasks. Under Tasks, click Netting Payin Payout.
- 6. Under Netting Payin Payout, click Hold Tasks.

Figure 2-23 Hold Tasks - Netting Payin Payout



My Tasks:

- 7. On Home screen, click Tasks. Under Tasks, click Netting Payin Payout.
- 8. Under Netting Payin Payout, click My Tasks.



Figure 2-24 My Tasks - Netting Payin Payout



Supervisor Tasks:

- 9. On Home screen, click Tasks. Under Tasks, click Netting Payin Payout.
- 10. Under Netting Payin Payout, click Supervisor Tasks.

Figure 2-25 Supervisor Tasks - Netting Payin Payout



2.6 Recon and Payment

This topic describes the systematic instruction to view the list of the various tasks under Recon and Payment.

Specify **User ID** and **Password**, and login to **Home** screen.

Completed Tasks:

- 1. On Home screen, click Tasks. Under Tasks, click Recon and Payment.
- 2. Under Recon and Payment, click Completed Tasks.



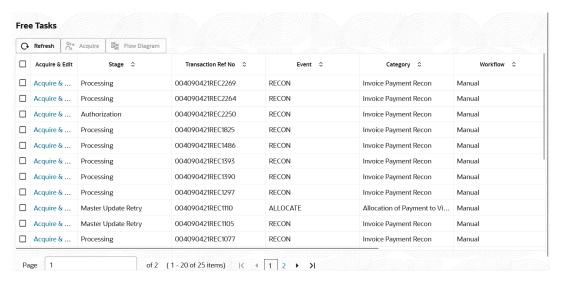
Figure 2-26 Completed Tasks - Recon and Payment



Free Tasks:

- 3. On Home screen, click Tasks. Under Tasks, click Recon and Payment.
- 4. Under Recon and Payment, click Free Tasks.

Figure 2-27 Free Tasks - Recon and Payment



Hold Tasks:

- 5. On Home screen, click Tasks. Under Tasks, click Recon and Payment.
- 6. Under Recon and Payment, click Hold Tasks.



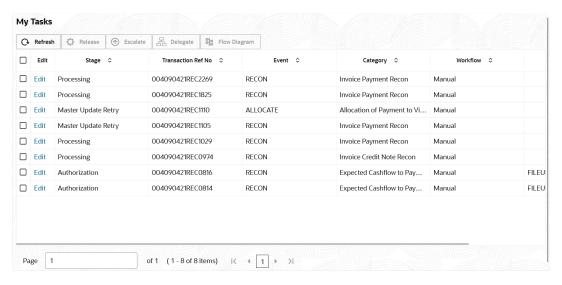
Figure 2-28 Hold Tasks - Recon and Payment



My Tasks:

- 7. On Home screen, click Tasks. Under Tasks, click Recon and Payment.
- 8. Under Recon and Payment, click My Tasks.

Figure 2-29 My Tasks - Recon and Payment



Supervisor Tasks:

- 9. On Home screen, click Tasks. Under Tasks, click Recon and Payment.
- 10. Under Recon and Payment, click Supervisor Tasks.



Figure 2-30 Supervisor Tasks - Recon and Payment



2.7 Refunds

This topic describes the systematic instruction to view the list of the various tasks under Refunds.

Specify **User ID** and **Password**, and login to **Home** screen.

Completed Tasks:

- 1. On **Home** screen, click **Tasks**. Under **Tasks**, click **Refunds**.
- 2. Under Refunds, click Completed Tasks.

Figure 2-31 Completed Tasks - Refunds



Free Tasks:

- 3. On Home screen, click Tasks. Under Tasks, click Refunds.
- 4. Under Refunds, click Free Tasks.



Figure 2-32 Free Tasks - Refunds



Hold Tasks:

- On Home screen, click Tasks. Under Tasks, click Refunds.
- 6. Under Refunds, click Hold Tasks.

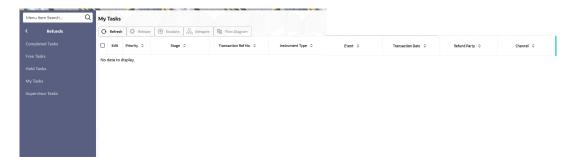
Figure 2-33 Hold Tasks - Refunds



My Tasks:

- 7. On Home screen, click Tasks. Under Tasks, click Refunds.
- 8. Under Refunds, click My Tasks.

Figure 2-34 My Tasks - Refunds



Supervisor Tasks:

- 9. On Home screen, click Tasks. Under Tasks, click Refunds.
- 10. Under Refunds, click Supervisor Tasks.



Figure 2-35 Supervisor Tasks - Refunds



2.8 Search

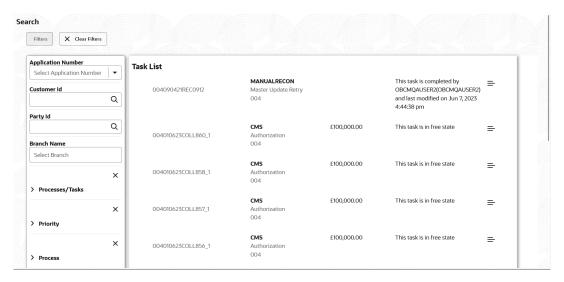
This topic describes the systematic instruction to search for the task(s) with the various filters.

Specify **User ID** and **Password**, and login to **Home** screen.

Search feature fetches the results based on one or more filter criteria.

On Home screen, click Tasks. Under Tasks, click Search.
 The Search screen displays.

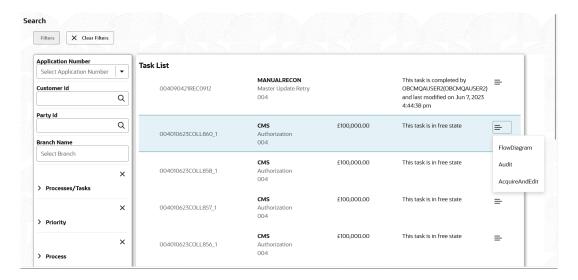
Figure 2-36 Search



- 2. Perform the following actions on the tasks listed:
 - AcquireAndEdit Click this button to acquire and edit a task.
 - FlowDiagram This enables the user to view the process flow of the selected task
 and also find the stages that have been completed. The current stage appears
 highlighted in the process flow.



Figure 2-37 Search - Acquire and Flow





Functional Activity Codes

Table A-1 List of Functional Activity Codes

Screen Name/API Name	Functional Activity Code	Action	Description
Task Menu	CMC_FA_MENU_Tasks	Menu	Task menu
Completed Task	CMC_FA_SUBMENU_1_Co mpleted	Completed	Completed Task menu
Free Task	CMC_FA_SUBMENU_1_Free Tasks	FreeTasks	Free Task menu
Hold Task	CMC_FA_SUBMENU_1_Hold Tasks	HoldTasks	Hold Task menu
My Task	CMC_FA_SUBMENU_1_MyT asks	MyTasks	My Task menu
Search Task	CMC_FA_SUBMENU_1_SEA	Search	Task Search
Supervisor Task	CMC_FA_SUBMENU_1_Sup ervisor	Supervisor	Supervisor Task menu
Workflow Maintenance	CMC_FA_SUBMENU_1_WO RKFLOW_MAINT	Workflow Maintenance	Workflow Maintenance
Configure Task	CMC_FA_CONFIGPROP	Configprop	Configprop Task
Subprocess Task	CMC_FA_SUBMENU_1_Sub process	Subprocess	Subprocess Task menu

Index

В		
Business Process Maintenance, 2	R	
	Recon and Payment, 13	
C		
Collections, 5	<u> </u>	
Configure Tasks, 5 Create Tasks, 1	Search, 18	
F	<u>T</u>	
Finance, 16	Task Management, 1	
Functional Activity Codes, A-1	Tasks, 1 Trigger Tasks, 6	
I	V	
Instruments, 7	View Task Status, 7 View Tasks, 4	
N		
Netting, 9, 11		